

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
MONTECITO FIRE PROTECTION DISTRICT

Held at Fire District Headquarters, 595 San Ysidro Road July 23 2018 at 2:00 p.m.

Director Powell called the meeting to order at 2:00 p.m.

**Present:** Director Powell, Director van Duinwyk, Director Lee, Director Easton. Chief Hickman and District Counsel Susan Basham were also present.

**Absent:** Director Venable

- 1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)**

There were no public comments at this meeting. The Board moved to agenda item 5.

- 2. Staff update regarding preparation and planning for upcoming winter season. (Strategic Plan Goal 3)**

Division Chief Taylor provided a review of the Operational Area Plan specifically, the Thomas Fire and 1/9 Debris Flow Recovery Strategic Plan. He also provided an update regarding the Incident Management Team, as well as the Department's current pre-attack plan.

- 3. Motion to authorize Fire Chief to enter into an agreement with Edge Technologies, LLC, in the amount of \$61,452.08, for the installation of a secure microwave back-up system. (Strategic Plan Goal 6.2)**

- a. Staff report presented by Chief Hickman.**

Division Chief Taylor provided information regarding the microwave back-up system. Motion made by Director van Duinwyk, seconded by Director Easton and unanimously passed to authorize the Fire Chief to enter into an agreement with Edge Technologies, LLC, for the installation of a secure microwave back-up system.

- 4. Motion to reject all current bids associated with the roof underlayment replacement project and authorize the Fire Chief to solicit an RFP for a Project Management Company to oversee both the removal & replacement of the roof underlayment system, the backup power system at Fire Station 1, and construction/repair of 1255 and 1257 East Valley Road. (Strategic Plan Goal 6)**

**a. Staff report presented by Chief Hickman.**

Battalion Chief Chapman provided information regarding the request for proposals for a Project Management Company to oversee both the removal & replacement of the roof underlayment system, the backup power system at Fire Station 1, and construction/repair of 1255 East Valley Road and 1257 East Valley Road. Motion made by Director Easton, seconded by Director van Duinwyk and unanimously passed to reject all bids associated with the Roof Underlayment Replacement Project and authorize the Fire Chief to solicit an RFP for a Project Management Company.

**5. Consider modification of Policy 1013, Standards of Conduct and Behavior. (Strategic Plan Goal 7.2)**

Chief Hickman provided background information regarding policy 1013, Standards of Conduct and Behavior. After thorough discussion, the Board determined to rescind the previous direction to the Fire Chief, and maintain the current language of policy 1013. Motion to maintain the original language of policy 1013 made by Director Lee, seconded by Director Easton and unanimously passed.

**6. Consider creation of an ad-hoc committee to identify levels of authority and roles/responsibilities for Board of Directors and Fire Chief. (Strategic Plan Goal 7.2)**

Chief Hickman provided information regarding the necessity to develop an ad-hoc committee to identify levels of authority and roles/responsibilities for Board of Directors and Fire Chief. Motion to create an ad-hoc committee and appoint Directors Easton and van Duinwyk as the committee members made by Director Lee, seconded by Director Powell and unanimously passed. The Board returned to agenda item 2.

**7. Consider approval of June 2018 financial statements. (Strategic Plan Goal 9.1)**

District Accountant, Araceli Nahas provided a report regarding financial statements ending June 2018. Motion made by Director Lee, seconded by Director van Duinwyk and unanimously passed to approve the June 2018 financial statements.

**8. Review Financial Summary Staff Report for fiscal year 2017-18. (Strategic Plan Goal 9.1)**

District Accountant, Araceli Nahas reviewed the Financial Summary Staff Report for fiscal year 2017-18.

**9. Approval of Minutes of the June 12, 2018 Special Meeting.**

Motion to approve the minutes of the June 12, 2018 Special meeting made by Director van Duinwyk, seconded by Director Lee and the motion carried. Director Easton abstained from the vote.

**10. Approval of Minutes of the June 25, 2018 Regular Meeting.**

Motion to approve the minutes of the June 25, 2018 Regular meeting made by Director Lee, seconded by Director van Duinwyk and the motion carried. Director Easton abstained from the vote.

**11. Fire Chief's report.**

Chief Hickman stated that on September 14, the District would host a significant event, the inauguration of a U. S. Postal Service stamp in recognition of first responders throughout the nation. The Chief stated that staff might have a report next month as it relates to State and Federal reimbursement related to the two incidents. Chief Hickman stated that there were 1,300 people served at the pancake breakfast, probably the largest event to date. The Chief mentioned that he would be out of the country on vacation for ten days. He added that the Board could reach him via cell, and the District would be in the very capable hands of Division Chief Taylor.

**12. Board of Director's report.**

Director Easton stated she attended the joint academy graduation ceremony.

**13. Suggestions from Directors for items other than regular agenda items to be included for the August 23, 2018 Special Board meeting.**

Director Easton stated she would contact the Montecito Association regarding the Red Flag Warning signs presentation. The Board moved into closed session at 4:07 p.m.

**14. Closed Session**

**a. Consideration of possible amendment to extend the expiration date of Tolling Agreement with the Petan Company and Palmer G. Jackson.**

The Board reported out of closed session at 4:15 p.m. The Board President reported that, in closed session, the Board approved Amendment Number Two to Tolling Agreement, extending an existing tolling agreement with the Petan Company effective through August 22, 2019, and authorized Chief Hickman to execute the document on behalf of the District.

Meeting Adjourned at 4:16 p.m.

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President John Abraham Powell

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Secretary Michael Lee